



JOB DESCRIPTION

Title: **LIBRARY PAGE**
Department: Library
Class Code: 9121
FLSA Status: Non-Exempt
Effective Date: February 1992
Grade: P-1

GENERAL PURPOSE

Under close supervision from an administrative superior performs routine and repetitious tasks including sorting, retrieving, and shelving books, periodicals, and materials accurately and efficiently.

EXAMPLE OF DUTIES

- *-- Sorts and shelves materials in accordance with established classification systems.
- *-- Straightens and dusts library materials.
- *-- Checks shelves for missing library materials.
- Places identifying stickers on the spines of books.
- Performs routine messenger duties.
- Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

- Employees will perform elementary and repetitive tasks limited to shelving, retrieving, dusting, and simple departmental processing. All work is performed according to established procedures with regular and immediate supervision. Little independent judgment is required.

MINIMUM QUALIFICATIONS

Education and Experience

- The ability to read and write the English language at a level necessary for efficient job performance. This is generally demonstrated by a minimum of two years of high school.

Special Requirements

- None

Necessary Knowledge, Skills and Abilities

- Knowledge of numerical and alphabetical sequencing and the Dewey Decimal system as related to library filing.
- Ability to learn and perform repetitive tasks, follow written and oral instructions.
- Ability to learn the operation of equipment for simple procedures.
- Ability to establish and maintain effective and harmonious working relationships with others, including the general public.

WORK ENVIRONMENT

- This position requires light physical effort. It may include frequent lifting of up to ten pounds and occasional lifting of up to 25 pounds. Some bending, stooping, and/or lifting will be required. Considerable walking may be involved.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.